

Studio

DUAL-CREDIT STUDENT HANDBOOK

YOUNG ORIGINALS



SAIT.ca






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www.sait.ca/programs-and-courses/dual-credit-programs

[Instagram.com/saityouth](https://www.instagram.com/saityouth) 

[Facebook.com/sait](https://www.facebook.com/sait) 

[Twitter.com/sait](https://twitter.com/sait) 

[Youtube.com/saitca](https://www.youtube.com/saitca) 

sait.ca

WELCOME

Welcome to SAIT! You and your dual-credit peers are now part of a great learning community.

There's lots to learn, great people to meet and new routines to establish. This handbook is meant to provide an overview of the information you will need to know in order to be successful in your dual-credit program.

This is not an exhaustive document. It's your responsibility to familiarize yourself with policies related to academic and non-academic misconduct at SAIT — all current SAIT policies can be found on sait.ca. Your school board contact may also have additional information you need to be aware of.

Ask lots of questions — your SAIT instructors, your school board contact and our helpful staff are here to support your success — and get familiar with campus and the student services available to you.

We're excited to be part of your learning pathway. We hope your program will help you make an early and smooth transition to further studies or into the workforce.

All the best in the upcoming school year and in your dual-credit classes.

IMPORTANT CONTACT INFORMATION

SCHOOL BOARD CONTACT

Name _____

Email _____

Phone _____

SAIT INSTRUCTOR

Name _____

Email _____

Phone _____

SAIT ACADEMIC CHAIR

Name _____

Email _____

Phone _____

SAIT DUAL-CREDIT CONTACT

Name Dual-Credit Team _____

Email dual.credit@sait.ca _____

Phone 403.284.8906 _____

"Everything changed for me because of this program."

SAIT Dual-Credit Pre-Employment Carpentry Student

PURPOSE AND BENEFITS OF DUAL-CREDIT PROGRAMS

Dual-credit programs at SAIT are designed to help you get a head start on your post-secondary studies. These programs allow you to earn SAIT credit while also earning high school credit.

As a dual-credit student, you have the opportunity to explore new program and career pathways in a safe, engaging and supportive learning environment. You will gather new knowledge, develop your skills and also meet new people.

There are several benefits to participating in a dual-credit program:

- no course tuition costs for families or dual-credit students*
- build confidence to complete post-secondary level coursework
- become familiar with the SAIT campus and/or e-learning platforms
- easier transition from high school to post-secondary studies or workforce
- early experience as a post-secondary learner

We hope that what you learn throughout your dual-credit program is meaningful and relevant. We hope you feel like you are part of the SAIT community and that your experience helps you to make informed, confident decisions about your future options.

*Private and charter schools may have different tuition arrangements.

PROGRAM REQUIREMENTS

For high school students in SAIT dual-credit programs, program pre-requisite classes are treated as co-requisite classes. It's your responsibility to ensure that you're on track within your high school schedule to complete the required co-requisite classes. Your SAIT credential will not be released until such time that you **apply to graduate** and provide evidence that you have completed the necessary co-requisites.

You may at some point decide that your dual-credit program is not the right fit for you at this time – it's just as important to learn about what you don't like as it is to learn about what you do like. In the event you decide to withdraw from your dual-credit program, you may still earn high school credits for partial completion of a dual-credit program. However no partial SAIT credit will be awarded.

Please contact your school board to ensure you have met, or are on track to meet, requirements for your dual-credit program.

For COVID-19 information and updates, visit sait.ca.



EXPECTATIONS OF STUDENTS

An in-depth overview of your dual-credit program or course will be provided to you by your dual-credit instructor. Your instructor will set expectations related to their specific dual-credit course. As a dual-credit student, you are a SAIT student. You will be treated as a SAIT student and are required to adhere to the same standards, codes of conduct and expectations as other SAIT learners.

The following are some general expectations and information that is applicable to all dual-credit programs and classes.

Communication

It's important to communicate with your SAIT instructor and your school board contact regularly and throughout your program.

It's your responsibility to let them know if you're going to be late or absent from class.

If you have questions or are concerned about your progress, don't wait, talk to your instructor or school board contact.

Your SAIT dual-credit instructor will inform you of their preferred method of communication. You should be prepared to check your SAIT student email on a regular basis. In some cases, your dual-credit instructor may choose to communicate via text message or your SAIT Brightspace account. Always respond to your instructor and your school board contact in a timely and respectful manner.

There will also be ongoing communication between your school board contact and your SAIT instructor. Information about your attendance, behaviour, participation, progression and grades will be shared between SAIT and your school board contact.

Your classmates

Dual-credit programs are intended to help ease your transition from high school to post-secondary education or the working world. At SAIT, we think it's important you make that transition amongst a cohort of your peers.

Your classmates will be other high school students, not adult learners. As the programs are cohort based, you'll stay with the same group of classmates for the duration of your dual-credit course or program. Your classmates may be from other high schools or school districts, but it's important to get to know them — they may be able to help answer your questions or they might even have the same questions as you do.

Attendance

As a student in a SAIT dual-credit program, you are expected to attend all of your classes, both at SAIT and at your home high school — dual-credit classes are not a substitution for your high school classes. Your continued participation in your dual-credit class is dependent upon you continuing to attend your high school classes.

If you're going to be late or absent, it is your responsibility to let your SAIT instructor and school board contact know.

There may be times when your high school has a day off (for example, a non-instructional day). However, unless otherwise stated by your SAIT instructor or school board contact, even if your high school has a non-instructional day, you are still expected to attend your SAIT class.

There are some dates throughout the year when SAIT is closed or when there is an agreed upon break. On these dates, you are not expected to attend SAIT for your dual-credit classes. These dates may be subject to change — confirm in advance with your SAIT instructor.

Important dates

ACADEMIC YEAR

- Fall semester starts in September
- Winter semester starts in February
- Summer semester starts in July

DUAL-CREDIT CLASSES WILL NOT BE HELD DURING

- Thanksgiving Day
- Remembrance Day
- Christmas Day: December 25
- New Year's Day: January 1
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Winter Break (2 weeks)
- Calgary City Teacher's Convention
- Spring or Easter Break

*Spring or Easter Breaks vary between our participating school boards. Some programs may have Spring/Easter breaks that do not align with the high school.

WITHDRAWAL DEADLINES

Prior to completing 70% of the course or program.

Email dual.credit@sait.ca if unsure.

Please refer to the **Important Dates** page on sait.ca.

Please note that not all dates/deadlines are applicable to dual-credit students. Please email dual.credit@sait.ca if unsure.

Withdrawing from a dual-credit program or course

You may decide at some point during your dual-credit program or course that you are no longer able to participate in the program. As a SAIT dual-credit student, you must officially withdraw from your program. **Please speak with your school board contact before submitting a withdrawal form.**

There are implications to withdrawing from a dual-credit program.

The official withdrawal form must be completed and submitted prior to you completing 70% of the course.

When you withdraw, you will receive a "W" on your transcript instead of a grade.

If you don't officially withdraw from your program or course, your grade will be calculated based on the work you've submitted.

If you don't officially withdraw before the deadline and decide not to attend class, you'll be issued an "F" grade on your SAIT transcript.

You may still be eligible to receive partial Career and Technology Studies (CTS) or high school credits even if you withdraw from the SAIT portion of the dual-credit program. No partial SAIT credit will be earned.

SAIT student ID number, ID card and email

As a SAIT dual-credit student, you will be issued a SAIT student ID number and email address. Dual-credit students attending on campus will also receive a SAIT student ID card. It's your responsibility to check your SAIT email address on a regular basis and to keep your SAIT ID number and ID card safe.

If any of your contact details change during your dual-credit program, or if you notice an error, you can use your **mySAIT** account to update or correct your student profile. You can also use mySAIT to view your classes, schedules and account status.

SAIT transcripts

As a dual-credit student at SAIT, you will have an official SAIT transcript. Grades earned during your dual-credit class are calculated into your high school GPA and will go onto your permanent SAIT transcript. Marks earned from your dual-credit classes will also be entered onto your high school report cards and transcripts.

You can access your unofficial SAIT transcript on mySAIT.ca, under the myStudent tab. You can order an official copy of your transcript through the myStudent tab on **mySAIT.ca**.

Participation in class

In order to be successful in your dual-credit program and to get the most out of your experience, it's important that you come prepared to actively participate in your SAIT classes. It's your responsibility to ensure you have all materials for your classes each day, including a pen or pencil, paper, textbook or learner modules, and any necessary personal protective equipment. For some dual-credit programs, you will not be able to participate in class without the proper personal protective equipment. Be sure to check with your SAIT instructor about which materials you need for each class.

Ask your instructor if you have any questions about the coursework. If you don't feel comfortable asking questions in class, be sure to contact your instructor after class.

Keep track of due dates for your assignments and complete your homework on time. If you miss handing in an assignment there may not be an opportunity to make up for missed work or missed grades. Don't leave studying or completing readings until the last minute. Part of being a student in a post-secondary environment is learning to manage your time.

Grades and assessment

When it comes to grades and assessments for your dual-credit coursework, you will be held to the same academic standards as other SAIT learners. It's important that you understand how each assignment, quiz or exam will be graded.

In post-secondary education, there is the possibility of receiving a failing grade for an assignment or exam. There is also the possibility of failing a class. It's important that you understand how you will be assessed in your dual-credit classes.

Be sure to contact your school board contact or SAIT instructor to discuss any questions or concerns about your progression through your dual-credit classes and your grades.

Learner accommodations

There are supports available to you if you require learner accommodations during your dual-credit program. Any required accommodations need to be communicated to your school board contact and SAIT instructor within the first week of your dual-credit program beginning.

Supporting documentation from your high school may be required.

Dual-credit students with documented accessibility needs will need to meet with SAIT's **Accessibility Services** in order to make arrangements for certain accommodations. Such students can book an appointment directly with our Accessibility Services team, by email accessibility.services@sait.ca, or by phone 403.774.5093. Students with documented needs are encouraged to start this process as soon as possible.

Trades dual-credit students will also need to make arrangements with **AIT** for any accommodations during their practical and/or theory exams. Students who meet with our Accessibility Services team can also receive support with this.

Adhering to SAIT Student Code of Conduct

As a dual-credit student at SAIT, you are held to the same academic standards and requirements as SAIT's adult students. **Make sure you review and understand SAIT's Student Code of Conduct policy and procedures. (AC 3.4.1 in particular)**

This document outlines your rights and responsibilities as a SAIT student and describes the consequences for actions related to cheating, plagiarism or other forms of academic misconduct.

This document also describes actions that are considered forms of non-academic misconduct, including harassment, bullying and inappropriate behaviour.

Most dual-credit students will be required to complete the online PERS-050 course which goes into more detail about Student Rights and Responsibilities.

Getting to campus

Dual-credit students attending on-campus classes are responsible for arranging their own transportation to and from the SAIT campus. SAIT is located along the Calgary CTrain line and several bus routes. Parking is also available on campus in several different paid lots.

For more information, please visit: <https://www.sait.ca/about-sait/campus/transit-and-parking>.

Convocation

Dual-credit students taking full credential programs, once they have successfully completed their dual-credit program and necessary co-requisites, will need to **apply to graduate** in order to be invited to **convocation** and receive their credential.

Further details about eligibility, dates, times, and the Apply to Graduate process is **available here**.

Transferability of dual-credit courses

Some courses or programs that you take as a SAIT dual-credit student may be transferable to another post-secondary institution. Throughout your dual-credit program, you can speak with your instructor or school board contact about program pathways and the transferability of your courses. You should also check the **Transfer Options** page to see the most current information related to transfer options.



PLANNING FOR FURTHER POST-SECONDARY STUDIES

As you begin to plan for your future after high school, there are several resources that you can access to help you learn about program and funding options that may be of interest to you.

Student for a Day

You can learn more about any program you are interested in by taking part in the Student for a Day experience.

ACTIVITIES INCLUDE:

- meeting instructors, students and staff members from the program
- sitting in on a class
- touring facilities
- participating in a general campus tour

HOW TO REGISTER:

- check out our list of full-time programs on [sait.ca](https://www.sait.ca)
- contact the academic school of the program you are interested in

Program advising

Get the details you need to help you make a decision about attending SAIT.

Whether you want to know more about SAIT's programs, need information about admission requirements and selection criteria, or maybe you're curious about funding, housing, or what life is really like at SAIT.

You've got questions; SAIT Program Advising: (<https://www.sait.ca/future-students/program-advising>) has all the answers, and are ready to help you.



Funding options for attending SAIT after high school

Once you complete your dual-credit program, you may decide to further your post-secondary education by attending SAIT as an adult learner. There are several ways that you can pay for your post-secondary education, including grants, bursaries, scholarships and student loans. A few of these options are listed below and on [sait.ca](https://www.sait.ca).

Bissett Bursary

Thanks to the generosity of Calgary philanthropist David Bissett, SAIT is able to offer full tuition annually to high school graduates who demonstrate financial need and an interest in continuing their education at SAIT.

Once enrolled, SAIT will connect these students with academic coaches and mentors to support their academic success. Students who maintain their grades through their first year of studies will be eligible for funding for the second year of their studies.

Students are chosen for the program based on demonstrated financial need, community involvement, career planning and academic success in high school. High school guidance counsellors and success coaches will review applications and make recommendations to SAIT based on the above criteria.

The bursary application can be found on [sait.ca](https://www.sait.ca): [sait.ca/admissions/tuition-and-financial-aid/student-awards/bissett-bursary-program](https://www.sait.ca/admissions/tuition-and-financial-aid/student-awards/bissett-bursary-program).

Apply through your guidance counsellor or success coach at any time.

Entrance awards, scholarships, grants

You can view and apply for these awards through your [mySAIT.ca](https://www.sait.ca) account or in person during information sessions related to awards applications.

Student loans

To be eligible for a student loan, you must be a Canadian citizen, have permanent resident status or protected person status under the Immigration and Refugee Protection Act.

Students enrolled in full-time programs are eligible for both provincial and national student loans, while part-time students can apply for a Canada Student Loan. For more information on eligibility and the loans available, visit [Student Aid Alberta](https://www.studentaid.ca) or Canada Student Loans. There are also several funding options for students in apprenticeship programs.

If you need help applying for an Alberta student loan or learning more about funding options, contact our financial advisors in the Lamb Learner Success Centre or visit [sait.ca](https://www.sait.ca).

Email: funding@sait.ca

AT A GLANCE: SAIT CONTACT NUMBERS AND EMAILS

SAIT Dual-Credit Program

Location: Stan Grad Centre, MB026

Phone: 403.284.8906

Email: dual.credit@sait.ca

OFFICE OF THE REGISTRAR

Location	Heritage Hall, AA211
Phone	403.284.7248

FINANCIAL ADVISING

Email	funding@sait.ca
Phone	403.284.7248

CAMPUS SECURITY

Location	Eugene Coste building, Q100
Non-emergency phone	403.284.8530
Emergency phone	403.284.8000

LAMB LEARNER SUCCESS CENTRE

Location	Stand Grad Centre, MC221
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"This program helped me to get a head start in my career in healthcare."

SAIT Dual-Credit Pharmacy Assistant Student



YOUR CAMPUS

1301 16 Ave. NW, Calgary, Alberta, Canada T2M 0L4

SAIT is situated on the traditional lands of the Treaty 7 Nations and the homelands of the Northwest Métis

For more information, visit sait.ca.



OFF-SITE LOCATIONS



Campus buildings

Residences

Parking

- A** Heritage Hall
Office of the Registrar, International Centre,
Alumni Development (Student Awards),
Student Development and Counselling
- B** Clayton Carroll Automotive Centre
- C** Aldred Centre
Food court
- D** East Hall Residence
- E** John Ware building
The Highwood, 4 Nines, Market Place
- G** E.H. Crandell building
ATB Financial, XDocs
- H** Begin Tower Residence
Corner Store
- J** Cenovus Energy Centre
- K** Johnson-Cobbe Energy Centre
Food court
- L** Green Building Technology (GBT)
Lab and Demonstration Centre
- M** Stan Grad Centre
Reg Erhardt Library, bookstore, food court
- N** Senator Burns building
Chinook Lodge, food court
- Q** Eugene Coste building
Security office
- T** Thomas Riley building
Shipping and Receiving
- V** Campus Centre
Athletics and Recreation, Students' Association (SAITSA),
Orpheus Theatre, Parking Services, food court, gym,
arena, pool



